Faculty Activities Report
Report Start Date – Report End Date

<table>
<thead>
<tr>
<th>Faculty Name:</th>
<th>Screen: Personal &amp; Contact Info</th>
<th>Campus:</th>
<th>Screen: Personal &amp; Contact Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Screen: Yearly Data Field: Department</td>
<td>Rank:</td>
<td>Screen: Yearly Data Field: Faculty Rank</td>
</tr>
<tr>
<td>Tenure Status:</td>
<td>Screen: Yearly Data Field: Tenure Status</td>
<td>FTE:</td>
<td>Screen: Full-Time Equivalency</td>
</tr>
</tbody>
</table>

Area of Excellence  
(Area to be determined with your Chair)
Teaching ☐ Scholarship ☐ Clinical Service ☐

Area(s) of Meaningful Participation  
(Must be different from Area of Excellence)
Teaching ☐ Scholarship ☐ Clinical Service ☐ Academically-Related Public Service ☐

Workload Information

Screen: Workload Information
Fields: Calendar Year, Teaching Workload %, Scholarship Workload %, Academically Related Public Service Workload %, Clinical Service Workload %

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Teaching % Effort</th>
<th>Scholarship/Research % Effort</th>
<th>Clinical Service % Effort</th>
<th>Academically Related Public Service % Effort</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Faculty Development Activities (either internal or external to TTUHSC SOM)
Screen: Faculty Development Activities Attended
Required Field(s): Activity Type or Explanation of “Other”, Title (if it is different than Activity Type), Area, Start Date, End Date
Fields that print on report: Activity Type, Title, Sponsoring Organization, City, State, Number of Credit Hours, Start Date, End Date

General Awards and Honors
Screen: Awards and Honors
Required Field(s): Award or Honor Name or Explanation of “Other”, Purpose, Scope, Date Received
Fields that print on report: Award or Honor Name, Organization/Sponsor, Scope, Date Received, Description/Explanation
TEACHING

Scheduled Teaching:
For the following headings the screens and fields are as follows:

<table>
<thead>
<tr>
<th>Screen:</th>
<th>Required Field(s):</th>
<th>Fields that print on report:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheduled Teaching</td>
<td>Delivery Mode, Year, Course Name, Name of Institution</td>
<td>Course Name, Course Prefix &amp; Number, Name of Institution, Course level, Lecture/Topic of Instruction, # of hours of direct instruction/supervision, Official enrollment number,</td>
</tr>
</tbody>
</table>

Lectures, small group conferences, and laboratories for undergraduate students, medical students, graduate students, and residents and fellows, and other students (allied health, nursing, pharmacy, etc.)

Clinical teaching for medical students, residents and fellow

Non-Credit Instruction Taught:
For the following headings the screens and fields are as follows:

<table>
<thead>
<tr>
<th>Screen:</th>
<th>Required Field(s):</th>
<th>Fields that print on report:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Credit Instruction Taught</td>
<td>Instruction Type, Name of Institution, Type of Activity, Topic of Instruction/Supervision, Start Date, End Date.</td>
<td>Name of Institution, Title of Course (if applicable), Media Name, Media Type, Topic of Instruction/Supervision, Number of Hours of Directed Instruction/Supervision per Year, Type of People Impacted, Number of Participants, Start Date, End Date</td>
</tr>
</tbody>
</table>

Continuing Professional/Medical Education

Other Non-Credit Instruction Taught

Educational activities for the lay public

Mentoring and advising

Are you a member of the graduate faculty?

If Graduate Faculty, Date of Appointment:

<table>
<thead>
<tr>
<th>Screen:</th>
<th>Required Field(s):</th>
<th>Fields that print on report:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yearly Data</td>
<td>Graduate Faculty</td>
<td>Yearly Data</td>
</tr>
<tr>
<td>Field:</td>
<td>If Graduate Faculty, Date of Appointment</td>
<td>Yearly Data</td>
</tr>
<tr>
<td>Screen:</td>
<td>Directed Student Learning and Mentoring and Advising</td>
<td>Directed Student Learning and Mentoring and Advising</td>
</tr>
<tr>
<td>Required Field(s):</td>
<td>Is a Graduate Student, Involvement Type, Stage of Completion, Student Name, Date Started, Date Completed</td>
<td>Directed Student Learning Screen: Is a Graduate Student, Involvement Type, Stage of Completion, Student Name, Date Started, Date Completed</td>
</tr>
<tr>
<td>Mentoring and Advising Screen</td>
<td>Classification, First &amp; Last Name, Start Date, End Date</td>
<td>Mentoring and Advising Screen: Classification, First &amp; Last Name, Start Date, End Date</td>
</tr>
<tr>
<td>Fields that print on report:</td>
<td>Directed Student Learning Screen: Student First Name, Student Last Name, Involvement Type, Field of Student, Student’s Degree Earned, Student’s Degree Date, Name of Institution, Name of Department, Student’s Current Position, Student’s Current Location, Date Started, Date Completed</td>
<td>Directed Student Learning Screen: Student First Name, Student Last Name, Involvement Type, Field of Student, Student’s Degree Earned, Student’s Degree Date, Name of Institution, Name of Department, Student’s Current Position, Student’s Current Location, Date Started, Date Completed</td>
</tr>
</tbody>
</table>
### Mentoring and Advising Screen:

First Name, Last Name, Served as, Name of Institution, Type of Program, Start Date, End Date

For the following headings the screens and fields are as follows:

**Mentoring and Advising**

**Required Field(s):** First Name, Last Name, Classification, Served as, Start Date, End Date

**Fields that print on report:** First Name, Last Name, Served as, Name of Institution, Type of Program, Individual’s Current Position, Individual’s Current Location, Additional Information, Start Date, End Date

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**Postdoctoral fellows, research associates, residents, and fellows**

**Medical students**

**Undergraduate students, high school students and other individuals**

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**Mentoring of Faculty**

### Education Administration

**Screen:** Education Administration

**Required Field(s):** Type Directed, Course/Program Title, Name of Institution, Start Date, End Date

**Fields that print on report:** Type Directed, Course/Program Title, Course Prefix and Course Number, Name of Institution, Position Title, Position Start Date, Position End Date, Start Date, End Date

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### Education Committees

**Screen:** Extramural Educational Committees and Administrative Service

**Extramural Educational Committees:** Committee Name, Category, Start Date, End Date

**Administrative Service:** Category, Identify name of department/other institution/hospital, Committee Name or Explanation of “Other”, Is this an Education Committee?, Position/Role, Start Date, End Date

**Fields that print on report:**

**Extramural Educational Committees:** Committee Name, Category, Position/Role or Explanation of “Other”, City, State, Were you elected, appointed, or volunteered?, Start Date, End Date

**Administrative Service:** Committee Name or Explanation of “Other”, Category, Identify name of department/other institution/hospital, Position/Role or Explanation of “Other”, Were you elected, appointed, or volunteered?, Start Date, End Date

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### Innovations in Education

**Screen:** Innovations in Education

**Required Field(s):** Type Developed, Name of Course/Program, Name of Institution, Date Initiated

**Fields that print on report:** Type Developed, Name of Course/Program, Name of Institution, Description of Innovation, Course Prefix and Course Number, Date Initiated

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### Education Awards

**Screen:** Awards and Honors

**Required Field(s):** Award or Honor Name or Explanation of “Other”, Purpose, Scope, Date Received

**Fields that print on report:** Award or Honor Name or Explanation of “Other”, Organization/Sponsor, Scope, Date Received, Description/Explanation
SCHOLARSHIP

Publications
For the following headings the screens and fields are as follows:

<table>
<thead>
<tr>
<th>Screen: Intellectual Contributions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required Field(s):</strong> Contribution Type, Current Status, Title of Contribution, Authors, Journal, Volume, Issue Number/Edition, Page Numbers of Number of Pages, Was this peer-reviewed/refereed?, Is this Scholarship related to Medical Education?, Date</td>
</tr>
<tr>
<td><strong>Fields that print on report:</strong> Title of Contribution, Authors, Journal, Volume, Issue Number/Edition, Page Numbers or Number of Pages, PubMed Central ID Number, Date</td>
</tr>
</tbody>
</table>

Published articles and case reports

Articles and case reports in press

Articles and case reports submitted

Books, chapters in books, and monographs

<table>
<thead>
<tr>
<th>Screen: Intellectual Contributions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required Field(s):</strong> Contribution Type, Current Status, Title of Contribution (if a book chapter), Title of Larger Work, Authors, Publisher, City and State of Journal/Publisher, Page Numbers or Number of Pages (if a book chapter), Editor(s), Date</td>
</tr>
<tr>
<td><strong>Fields that print on report:</strong> Title of Contribution, Title of Larger Work, Authors, Publisher, City and State of Journal/Publisher, Page Numbers of Number of Pages, Editor(s), Date</td>
</tr>
</tbody>
</table>

For the following headings the screens and fields are as follows:

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<td><strong>Required Field(s):</strong> Contribution Type, Current Status, Title of Contribution, Authors, Journal, Volume, Issue Number/Edition, Page Numbers of Number of Pages, Was this peer-reviewed/refereed?, Is this Scholarship related to Medical Education?, Date</td>
</tr>
<tr>
<td><strong>Fields that print on report:</strong> Title of Contribution, Authors, Journal, Volume, Issue Number/Edition, Page Numbers or Number of Pages, PubMed Central ID Number, Date</td>
</tr>
</tbody>
</table>

Abstracts

Other Publications (not covered above)

Presentations/Exhibits/Productions

<table>
<thead>
<tr>
<th>Screen: Presentations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required Field(s):</strong> Conference/Meeting Name, Presenters/Authors, Scope, Was this peer-reviewed/refereed?, Invited or Accepted?, Is this scholarship related to Medical Education?, Date</td>
</tr>
<tr>
<td><strong>Fields that print on report:</strong> Conference/Meeting Name, Sponsoring Organization, Location, Presentation Title, Presenters/Authors, Date</td>
</tr>
</tbody>
</table>

Patents

<table>
<thead>
<tr>
<th>Screen: Intellectual Property</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required Field(s):</strong> Patent Title, Inventors, Date Patent Approved</td>
</tr>
<tr>
<td><strong>Fields that print on report:</strong> Patent Title, Inventors, Date of Patent Application, Date Patent Approved</td>
</tr>
</tbody>
</table>
Research Currently in Progress

**Screen:** Research Currently in Progress  
**Required Field(s):** Title, Collaborators, Status, Research Type or Explanation of “Other”, Date Initiated  
**Fields that print on report:** Title, Collaborators, Status, Research Type or Explanation of “Other”, Date Initiated, Description

Extramural Professional Service

For the following headings the screens and fields are as follows:  
**Screen:** Extramural Professional Service  
**Required Field(s):** Name of Journal, Organization, Board, etc., Type of Organization, Position/Role, Start Date, End Date  
**Fields that print on report:** Name of Journal, Organization, Board, etc., Member type, Position/Role or Explanation of “Other”, Start Date, End Date

- Editor or Member of editorial boards (e.g. *Circulation Research*)
- Manuscript reviewer
- Member of research grant study sections (e.g. NIH, AHA Western Review Consortium)
- Consultant to government agencies, private industry, or other organizations
- Officer or committee member of scientific or professional organizations or program organizer
- Other Extramural Professional Service

Grants to Support Scholarly Work

For the following headings/subheadings the screens and fields are as follows:  
**Screen:** Contracts, Grants and Sponsored Research  
**Required Field(s):** Contract/Grant/Research Type, Contract/Grant/Research Title, Awarding Agency, Investigators, Status, Was this Grant or Contract Peer Reviewed?, Is this scholarship related to Medical Education?, Start Date of Funding, End Date of Funding  
**Fields that print on report:** Contract/Grant/Research Title, Grant Number, Awarding Agency or Explanation of “Other”, Investigators, Role, Percent Effort, Amount Funded, Direct Cost, Indirect Cost, Start Date of Funding, End Date of Funding

- Intramural awards (e.g. seed grants)
- Extramural awards  
  - Local but not from TTUHSC
  - State and/or regional
  - National and/or international

For the following subheadings the screens and fields are as follows:  
**Screen:** Contracts, Grants and Sponsored Research
**Grants submitted and pending approval**

**Grants submitted but not funded**

**Recognition**

*Screen:* Awards and Honors  
**Required Field(s):** Award or Honor Name or Explanation of “Other”, Purpose, Scope, Date Received  
**Fields that print on report:** Award or Honor Name or Explanation of “Other”, Organization/Sponsor, Scope, Date Received, Description/Explanation

**CLINICAL SERVICE**

**Clinical Practice**

For the following headings/subheadings the screens and fields are as follows:  

*Screen:* Clinical Practice  
**Required Field(s):** Type of Practice, Sites of Practice, Start Date, End Date  
**Fields that print on report:** Sites of Practice, Number of Hours Per Week of Attending, Principal Responsibilities, Start Date, End Date

**Personal or private practice** (non-teaching)

**Teaching practice** (with students/residents/fellows)

**Hospital Appointments**

*Screen:* Hospital Appointments  
**Required Field(s):** Name of Hospital, Start Date, End Date  
**Fields that print on report:** Name of Hospital, Start Date, End Date

**Productivity**

For the following headings/subheadings the screens and fields are as follows:  

*Screen:* Productivity  
**Required Field(s):** Calendar Year, Category, Number of Patients per Year  
**Fields that print on report:** Calendar Year, Category, Number of Patients per Year, Explanation of Clinical Activity

**In-patient clinical activity**

**Out-patient clinical activity**

**Clinical Service Contracts**

*Screen:* Clinical Service Contracts  
**Required Field(s):** Calendar Year, Name of Service Contract, Amount  
**Fields that print on report:** Calendar Year, Name of Service Contract, Name of Contractor, Level of Service, Amount
Clinical Leadership

**Screen:** Clinical Leadership

**Required Field(s):** Position of Leadership or Explanation of “Other”, Site of Practice or Explanation of “Other”, Start Date, End Date

**Fields that print on report:** Position of Leadership or Explanation of “Other”, Site of Practice or Explanation of “Other”, Start Date, End Date

Clinical Committees

**Screens:** Administrative Service and Public Service

**Required Field(s):**

- **Administrative Service:** Committee Name or Explanation of “Other”, Category, Is this a Clinical Committee, Start Date, End Date
- **Public Service:** Organization/Committee Name, Category, Is this a Clinical Committee, Start Date, End Date

**Fields that print on report:**

- **Administrative Service:** Committee Name or Explanation of “Other”, Category, Identify name of department/other institution/hospital, Position/Role or Explanation of “Other”, Were you elected, appointed, or volunteered, Start Date, End Date
- **Public Service:** Organization/Committee Name, Category, City, State, Were you elected, appointed or volunteered, Start Date, End Date, Position/Role or Explanation of “Other”, Position Start Date, Position End Date, Responsibilities/Brief Description

Recognition

**Screen:** Awards and Honors

**Required Field(s):** Award or Honor Name or Explanation of “Other”, Purpose, Scope, Date Received

**Fields that print on report:** Award or Honor Name or Explanation of “Other”, Organization/Sponsor, Scope, Date Received, Description/Explanation

Innovation

**Screen:** Clinical Innovation

**Required Field(s):** Summary of Innovation, Date

**Fields that print on report:** Summary of Innovation, Date

Industry Sponsored Clinical Trials and Drug Studies

**Screen:** Contracts, Grants and Sponsored Research

**Required Field(s):** Contract/Grant/Research Type, Contract/Grant/Research Title, Awarding Agency or Explanation of “Other”, Investigators, Role, Status, Was this Grant or Contract Peer Reviewed?, Is this scholarship related to Medical Education?, Start Date of Funding, End Date of Funding

**Fields that print on report:** Contract/Grant/Research Title, Grant Number, Awarding Agency or Explanation of “Other”, Investigators, Role, Percent Effort, Total Amount, Direct Cost, Indirect Cost, Start Date of Funding, End Date of Funding

ACADEMICALLY-RELATED PUBLIC SERVICE

Administrative Service

**Elected, Appointed or Voluntary Positions**

For the following headings the screens and fields are as follows:

**Screen:** Administrative Service
Departmental

School of Medicine

Texas Tech University Health Sciences Center

Other Institutional Committees

Hospital

Recognition

Screen: Awards and Honors

Required Field(s): Award or Honor Name or Explanation of “Other”, Purpose, Scope, Date Received

Fields that print on report: Award or Honor Name or Explanation of “Other”, Organization/Sponsor, Scope, Date Received, Description/Explanation

Innovation

Screen: Administrative Service

Required Field(s): Category, Committee Name or Explanation of “Other”, Was this a self-initiated committee, organization, etc.?, Start Date, End Date

Fields that print on report: Committee Name or Explanation of “Other”, Identify name of department/other institution/hospital, Position/Role, Position Start Date, Position End Date, Were you elected, appointed, or volunteered?, Start Date, End Date

Public Service

Elected, Appointed or Voluntary Positions

For the following headings the screens and fields are as follows:

Screen: Public Service

Required Field(s): Organization/Committee Name, Category, Is this a Clinical Committee?, Start Date, End Date

Fields that print on report: Organization/Committee Name, Were you elected, appointed, or volunteered?, Position/Role or Explanation of “Other”, Position Start Date, Position End Date, Start Date, End Date

Local

State and Regional

National and International

Recognition

Screen: Awards and Honors

Required Field(s): Award or Honor Name or Explanation of “Other”, Purpose, Scope, Date Received
**Fields that print on report:** Award or Honor Name or Explanation of “Other”, Organization/Sponsor, Scope, Date Received, Description/Explanation

**Innovation**

**Screen:** Public Service

**Required Field(s):** Organization/Committee Name, Category, Was this a self-initiated committee, organization, etc.?, Start Date, End Date

**Fields that print on report:** Organization/Committee Name, Position/Role or Explanation of “Other”, If yes, Date of Establishment